

Greenville Recreation & Parks Department Administration of Medication

Dear Parents:

The safety and well being of your child participating in a Greenville Recreation and Parks program is of utmost concern. For this reason, policies for the administration of medications have been designed to protect participants. Only those medications, which are medically necessary and cannot be scheduled outside the hours of the recreation program, will be given during the recreation program.

Recreation and Parks employees only administer medication to children if:

1. The Permission to Administer Physician Prescribed Medication form is completed and in the possession of the recreation and parks staff. These forms are available at your program location or Jaycee Park Administrative Building.
2. The pharmacist or physician's label, which must be on the bottle, will serve as the physician's order. A list of possible side effects or contraindications provided by the pharmacist must also accompany the medication.
3. No medication will be given by a Recreation and Parks employee unless it is in a container dispensed by a pharmacy with the camper's name, name of medication, the date the prescriptions was filled and DIRECTIONS CLEARLY MARKED.

It is the Parent/Guardian's Responsibility to:

1. Sign the Parent Request Form and return to the recreation program staff.
2. Provide medication in a current prescription container, which includes the child's name, medication name, dose and time to be given, how it is to be administered and the physician's name. Provide a list of possible side effects or contraindications from the pharmacist.
3. Have the pharmacist label two containers - one for home use and one for use while child is a Recreation Program participant - if a child is to receive medication at both sites (or send the original).
4. Provide new, labeled containers when medication changes are made.
5. Parents/Guardians must transport medication to program site.
6. Medications will not be stored over the weekends and empty containers will be disposed of by recreation employees (unless otherwise instructed.)

Permission to Administer Physician Prescribed Medication Greenville Recreation & Parks Department

We encourage all parents/guardian to administer all physician prescribed medications(s) to their children before or after a Recreation and Parks sponsored program. We understand that an unusual case may arise and the day camp's part-time/full-time supervisor may be requested to administer medication. We want parents to check with their physician and see if the regiment can be changed (i.e.- in some cases doses might be doubled before or after camp to avoid the necessity to administer during camp). By completing the information below we will, in some circumstances, authorize the City's part-time/full-time supervisor to administer physician's prescribed medication(s) that are stored in current prescription bottle(s).

Parent Authorization to Administer Physician Prescribed Medication

Child's Name:	Name of Medication:
Dosage:	Side Effects:
Physician's Name: & Phone Number:	Times to be given: Dates to be given:
Parents Signature: Date:	

For Staff Only

Week Of:

Day	Time	Initials
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		

Week Of:

Day	Time	Initials
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		